



**DEPARTMENT OF PUBLIC SAFETY
EMERGENCY MANAGEMENT DIVISION INTEROFFICE MEMORANDUM**

TO: Board of County Commissioners

VIA: Terry L. Shannon, County Administrator *TLS*
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FROM: John R. Fenwick, Emergency Management and Safety Division Chief *JSF*

DATE: August 5, 2014

SUBJECT: Changes to the Risk Management and Safety Manual

Background:

The first Risk Management and Safety Manual was adopted by the Board of County Commissioners in 1997. Revisions were made to the manual in 2001 and 2007.

Discussion:

In order to be consistent with modern best practices, two additional revisions should be made.

The first revision regards smoking in a County vehicle. Smoking in a County vehicle should be prohibited. Chapter 9, Section 7, Paragraph C, line 21 states *Smoking is prohibited in County vehicles when a non-smoking employee is present.*

This line will be removed and Chapter 4, Section 9 will be written to read: Smoking is prohibited in all County vehicles.

The second revision relates to the requirement that prospective employees are required to submit a current official driving record from the Motor Vehicle Administration which granted the license. Chapter 9, Section 4, Paragraph B, line 1 states: *Applicants for positions (including current County employees that apply for a position) that include the operation of a County owned vehicle as part of the job description for that position must have an acceptable driving record. An official MVA driving record (no more than seven days old) will be required before an offer of employment is extended. An offer of employment will not be extended to those applicants with unacceptable driving records.*

The part which states: "An official MVA driving record (no more than seven days old) will be required before an offer of employment is extended" will be removed. The Office of Personnel has access to MVA driving records.

Conclusions/Recommendations:

Staff recommends the Board of County Commissioners adopt the above changes and authorize the Risk Management and Safety Manual to be changed to reflect above changes.

Fiscal Impact:

None

Attachments

Chapters 4 and 9 of the Risk Management and Safety Manual

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4.0	FIRE PREVENTION AND EXTINGUISHERS	

All employees shall be on the alert for fires and fire hazards. They shall eliminate such hazards if possible and in any event report them to supervisors. Extinguishers are a first line of defense for the control of fire, but should there be any doubt that any fire can't be controlled with extinguishers, call the Fire Department.

4.01 Fire Classification and Equipment

Fire protection equipment or devices shall not be tampered with, rendered inoperative, or used for any purpose other than fire protection.

Fire extinguishers of the appropriate type shall be placed where they are highly visible and easily accessible. They shall be prominently marked with their type, directions for their use, and date of last inspection.

All fire extinguishers should be inspected on a regular schedule. Each should carry a tag on which is recorded the inspection dates.

Fire Fighting Equipment

Fires are grouped into four general classifications, each of which can be extinguished by a particular agent. Because all types of extinguishing agents cannot be used on all types of fires, this classification makes it possible to determine and use the type of extinguisher best suited for fighting a particular type of fire.

CLASS A. Fires occurring in wood, paper, and rags are termed Class A fires. Fires in this classification will be effectively and safely extinguished by water or solutions containing water. This classification is primarily concerned with cooling or quenching the fire as water does. Multipurpose ABC or water-containing extinguishers should be used on these fires.

Please note that electrocution may be possible if a Class A extinguisher is mistakenly used on an electrical fire.

CLASS B. Fires occurring in flammable liquids such as gasoline, oil, solvents, grease and similar substances are termed Class B fires. The agents required for extinguishing this type of fire are those that eliminate or dilute air by exclusion or blanketing, thereby creating a smothering effect, such as CO₂ or ABC.

CLASS C. Those fires occurring in electrical equipment and facilities such as motors, transformers, switches, etc. are termed Class C fires. The extinguishers used on Class C fires must be nonconductors of electricity and have a smothering effect such as CO₂ or ABC.

ABC fire extinguishers are your best defense against most fires.

NOTE: Fire extinguishers should be the first choice for protection of all delicate, sensitive and expensive computers, electrical equipment, tapes and films. The discharged vapor rapidly blankets a fire and quickly penetrates difficult to see and hard to reach places.

CLASS D. Those fires where the fuel is combustible metal such as magnesium, sodium, zirconium, potassium and titanium are considered Class D fires. The extinguishers used must be the application of special powders such as Dry Graphite, Dry Sand or METLX.

4.02 Portable Fire Extinguishers

Portable fire extinguishers are primarily of value for immediate use on small fires. They have a limited quantity of extinguishing material and therefore must be used properly so this material is not wasted. Extinguishers are mechanical devices. In most cases they are high-pressure vessels and must be treated with respect and handled with care.

Fire extinguishers will be kept in their designated locations.

4.03 Inspection and Maintenance of Equipment

Have fire extinguishers recharged as soon as possible after use, and on a regular schedule as indicated on the extinguisher.

Maintenance requires a thorough check of the extinguisher. It includes hydrostatic testing (every five years), a thorough examination and necessary

repair, recharging or replacement. Maintenance is conducted at intervals of one year or less or when the need is indicated by an inspection or after discharge.

Department Heads or their assignees shall be responsible for monthly inspections of fire extinguishers.

Any fire extinguisher not fully charged or appearing to have some malfunction will be taken out of service immediately and replaced by one of the same type.

All outdoor fire extinguishers shall be encased or have a weatherproof tag.

4.04 Training

All supervisors shall know the following information and encourage employees to be aware of:

- A. How to sound the fire alarm.
- B. The location of the nearest extinguisher to their work area, how to operate it and the type of fire on which it should be used. Training in the safe use of this fire fighting equipment will keep most fires from getting beyond the "first aid" state.
- C. Location of the nearest exit to his/her work station.

4.05 Fire Alarms and Emergency Procedures

The first act upon discovery of flame, excess heat, or smoke in a building shall be to activate the fire alarm. The sounding of a fire alarm shall be treated as an extreme emergency and complete evacuation of the building is required. Call 9-1-1.

During any real or practice emergency evacuation, operation of elevators is prohibited.

4.06 Fire and Emergency Evacuation

Each Department, Division/office space shall possess and post the written Facility Evacuation Plan. Each facility should conduct evacuation drills often enough to ensure familiarity with the procedures. All employees shall participate.

Procedures in case of fire (please refer to Emergency Responses Guide and Calvert County Facility Evacuation Plan):

- A. Call 9-1-1. Turn off electrical equipment and secure all doors and windows.
- B. Walk, don't run, to the nearest exit, as in the fire drill.
- C. If there is a delay in getting through the exit, DO NOT shove or crowd. Wait your turn.
- D. Keep calm. Do not shout.
- E. Do not delay leaving the building. Do not return to the building until authorized to do so.
- F. In order to account for all employees after an emergency evacuation has been completed; office monitors shall designate an area to meet.

4.07 Fire Preventive Housekeeping

Good housekeeping is essential to prevent fires. Combustible waste material such as paper, wood, cardboard boxes, oil soaked rags, paint covered rags, packing materials, rubbish, etc. shall not be allowed to accumulate but be disposed of promptly. Oil and paint rags shall be kept in metal containers with self-closing lids and emptied daily.

Carelessness in the disposal of matches and cigarettes is one of the major causes of fires. Particular care should be exercised when near flammable materials and in vehicles.

- A. Do not leave fires or open flame devices unattended.
- B. Grounds shall be kept clear of weeds and underbrush.
- C. Do not store oily or greasy clothes in lockers.
- D. No spark producing machinery, open flames, or heating elements shall be used within 20 feet of paint spraying operations.
- E. Do not use flammable liquids to start a fire.
- F. Work with flammable liquids only outdoors or in an area that is provided with forced ventilation via enclosed electrical fixtures.

- G. All flammable liquids shall be stored in OSHA approved containers, as defined in Section 4.11.
- H. All flammable liquids that are stored indoors are to be in OSHA approved cabinets with adequate ventilation.

A well-planned and supervised program of housekeeping, combined with careful maintenance of equipment, will do much to reduce the fire incidence rate.

One of the most important life safety features of any multi-story building is the closing off of vertical openings, as at stairways. The vertical opening enclosures serve to delay the spread of fire and are vital in preventing the rapid flow of smoke, death-dealing gases, and super heated air throughout the building. Such doors and fire doors shall not be blocked or wedged in the open position.

4.08 Emergency Exits

To ensure timely evacuation of buildings in the event of an emergency, all interior and exterior exits shall be marked and exit signs illuminated at all times.

Exterior exit doors must open out, contain panic hardware, and be in proper operating order at all times.

Landings and stairs must be equipped with handrails maintained in good condition.

Exit routes must be adequately lighted.

Floor surfaces, especially in hallways, must be kept clean, in good repair, and cleared of all items that may prove hazardous. Keep fire doors and exits free from all obstructions and closed at all times.

Corridors in buildings are not to be considered as spaces available to department for expansion or storage.

In auditoriums and similar assembly occupancies where there are noncontinuous programs, an audible announcement shall be made prior to the start of each program to notify occupants of the location of the exits to be used in case of fire or other emergency.

4.09 Smoking

Smoking is prohibited in all County buildings.

Make sure "NO SMOKING" signs are posted where required.

Observe "NO SMOKING" signs without exception.

Do not smoke in areas where flammable or combustible materials are stored. "NO SMOKING" signs shall be prominently displayed in such areas.

When smoking outdoors, make sure all cigarettes, cigars, etc. are completely extinguished before discarding. Do not throw matches, cigars, cigarettes, etc., into wastebaskets. Use ashtrays made of noncombustible materials large and deep enough to prevent butts from spilling, rolling or falling.

Smoking or open flame is prohibited within 50 feet of refueling and/or other flammable substances.

4.10 Appliances

1. Heavy load appliances such as refrigerators and coffee makers shall be directly connected to approved electrical receptacles by the service connection attached to the appliance.
2. Use of extension cords shall be approved by Buildings and Grounds and/or the Safety Officer prior to use.
3. Any electrical device with a timer is prohibited unless required for the proper operation of an appliance.
4. Any electrical device utilized for supplemental heating or cooling in work spaces shall be proposed to the Buildings and Grounds Division in writing and approved prior to installation and use.

4.11 Flammable Liquid Storage and Handling

Commercial cleaning fluids may present some fire or health hazard unless proper precautions are taken. Only those solvents that have been approved solvents and recommended for use shall be used for cleaning purposes.

Gasoline, kerosene, or carbon tetrachlorides are not approved for use as a cleaning agent.

Flammable solvents shall be handled only in approved safety containers.

Cleaning fluids shall not be used in confined areas unless adequate forced ventilation is provided.

Only OSHA approved safety cans of not more than five gallons capacity, having a flash arresting screen, spring closing lid and spout cover, and so designed that it will safely relieve internal pressure when subjected to fire exposure, shall be used for storing and transporting gasoline or other flammable liquids.

Metallic contact shall be maintained when transferring gasoline or other flammable liquids from one metal container to another via grounding cables or other suitable apparatus. Never fill metal gas containers while located on plastic pick up truck bed liner.

No smoking or open flames shall be allowed where flammable liquids are being used.

Adequate fire extinguishing equipment shall be readily available when using flammable liquids.

Avoid, to the extent possible, contact of cleaning fluids and solvents with the skin. Clothing contaminated by spillage of any cleaning fluid shall be removed promptly. Protective gloves of nonporous material should be used in cases of excessive exposure and where skin sensitivity is noted. Skin protecting creams are also of value.

All parts cleaners shall be equipped with fusible plugs, so lids will close in the event of a fire.

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9.0 VEHICLE AND DRIVER POLICY

9.01 Objective, Scope and Responsibilities

The County Commissioners have a sincere concern for the welfare and safety of County Employees and the public it serves. We acknowledge our obligation, as

an employer, to provide the safest possible working conditions for employees and as a government service organization, to provide a safe environment for the public that we serve.

To reach the goal of a vehicle accident-free work force, County management and supervisory personnel must provide leadership and adequate supervision, job training, and vehicle safety instructions, vehicle maintenance and inspection, and secure prompt medical care if the need arises.

Most accidents are preventable, and with that conviction we are directing Department Heads, Supervisors, and employees at all levels of the County work force to make vehicle safety a matter of continued concern. They are expected to cooperate, develop and maintain an effective vehicle safety program within their respective departments.

All employees of the Calvert County Government are charged with the responsibility of cooperating with and supporting vehicle safety awareness.

9.02 Maintenance of Vehicles

- A) Maintenance and inspections programs shall be the responsibility of the County Vehicle Maintenance Division.
- B) Records of all vehicles relating to inspections, safety equipment maintenance, mileage, etc., will be the responsibility of the County Vehicle Maintenance Division.
- C) Scheduling regular and routine maintenance will be the responsibility of the using agency. Billing of services will be made to that agency.
- D) All vehicles will be fueled as instructed by their department.
- E) All county vehicles shall have the County seal permanently attached.
- F) Only stickers and/or markings approved by the County Commissioners will be permitted on County vehicles.
- G) Employees shall not modify County vehicles in any manner.

9.03 Information Requirements

All County Departments/Agencies are required to maintain the following:

- A) List of approved operators and the equipment which they are approved to operate. This list shall be submitted to the Risk Management Specialist annually.
- B) Number and type of vehicle accidents and moving violations.
- C) Vehicle assignment and purchase of vehicles.
- D) Documentation of safety-related training and Defensive Driver Training.
- E) Vehicle log stating Date, Mileage, Fuel, Operator and Purpose/Use.

9.04 Driver Qualification

- A) No County employee shall operate a County vehicle without possessing a valid driver's license for that class of vehicle. All employees required to have CDL licenses will adhere to D.O.T. regulations, Section 9.10 of this policy and the Calvert County Personnel Ordinance.
- B) The following criteria has been adopted to assist in the review process for prospective vehicle operators and to authorize use of local government vehicles:
 - 1) Applicants for positions (including current County employees that apply for a position) that include the operation of a County owned vehicle as part of the job description for that position must have an acceptable driving record. An official MVA driving record (no more than seven days old) will be required before an offer of employment is extended. An offer of employment will not be extended to those applicants with unacceptable driving records.
 - 2) Any County employee applying for a position that includes the Operation of a County owned vehicle must meet the driver qualification requirements of this section. A driving record obtained by the Personnel Office from the Control Center may be satisfactory in lieu of an official MVA record, provided that the employee has an acceptable record. If the employee has an unacceptable record or questionable violations, a certified MVA record may be required to verify a hiring decision.
 - 3) Summer-seasonal employees that return to County service and will be operating a County owned vehicle shall be handled in accordance with Section 9.04 B) 1).
 - 4) Definitions:

- a) Acceptable: Motor vehicle records are considered acceptable if the operator has had a maximum of two (2) separately occurring moving violations or five (5) points against their driver's license during the past three (3) years.

Exception: A single motor vehicle violation involving the use of alcohol, illegal drugs, refusal to take an alcohol or drug test, or the misuse of legal, over-the-counter medication within the past five years shall constitute an unacceptable record.

- b) Unacceptable for applicants: Motor vehicle records shall be considered unacceptable if the operator:

- 1) has three (3) or more separately occurring moving violations during the past three (3) years; or
- 2) has a currently suspended or revoked license; or
- 3) a single motor vehicle violation involving the use of alcohol, illegal drugs, refusal to take an alcohol or drug test, or the misuse of legal, over-the-counter medication within the past five years.

- c) Acceptable record for employees: Motor vehicle records are considered acceptable if the operator has had a maximum of three (3) separately occurring moving violations or six (6) points against their driver's license during the past three (3) years.

Exception: A single motor vehicle violation involving the use of alcohol, illegal drugs, refusal to take an alcohol or drug test, or the misuse of legal, over-the-counter medication within the past five years shall constitute an unacceptable record.

- d) Unacceptable record for employees: Motor vehicle records shall be considered unacceptable if the operator:

- 1) Has four (4) or more separately occurring moving violations during the past three (3) years and/or seven (7) points against their driver's license; or

- 2) Has a currently suspended or revoked driver's license; or a single motor vehicle violation involving alcohol, illegal drugs, refusal to take an alcohol or drug test, or the misuse of legal, over-the-counter medication within the past five (5) years.
 - e) Vehicle: Includes cars, trucks, vans, buses and any other wheeled equipment that is required to be licensed for the highway.
 - f) Drive: Includes the operation of a vehicle.
- C) All employees operating a County vehicle shall be automatically placed on the Motor Vehicle Administration's Computerized Flagging System upon accepting employment. Upon notification by the individual Departments, the Personnel Office shall provide the Risk Management Specialist with the appropriate information to add these individuals to the Computerized Flagging System.

Individual departments shall notify Risk Management when an employee is terminated, transferred or reassigned within a class of work. Risk Management shall notify Motor Vehicle Administration when an employee leaves a position that requires driving a County vehicle.

The Calvert County Government will be notified upon any occurrence/violation. When this notification is received, the County Risk Management Office will forward to the appropriate department head notice of any record that indicates:

- 1) a moving violation (i.e. speeding, passing on solid line, failure to keep right, etc.);
- 2) any notice of suspension for any reason;
- 3) notice of Driving While Intoxicated (DWI) or Driving Under The Influence (DUI) citation or conviction;
- 4) failure to undergo breath analysis or drug testing; and
- 5) immediate notice of employee who fails random breath test and/or drug analysis test.

9.05 Disciplinary Actions

- A) Notification of violations/convictions by the employee or through the Computerized Flagging System will be handled by the Department based on the severity of the violation/incident/accident in accordance with the Calvert County Personnel Ordinance Disciplinary Procedures.

- 1) Department may refer violation(s)/incident/accident to Safety Review Committee to determine preventable or non-preventable.
- B) An unacceptable driving record or any other violation of this policy will result in the loss of the privilege to drive a County owned vehicle and disciplinary action to be taken in accordance with the County Personnel Ordinance.
- C) The authorization to operate a motor vehicle is subject to management approval by Calvert County Government. The possession of an acceptable motor vehicle record/accident history does not constitute a guarantee of continued vehicle operator status/employment.
- D) Sworn Law Enforcement Officers are subject to disciplinary actions under the Law Enforcement Officers Bill of Rights.
- E) Preventable accident penalties may be assessed as follows:
 - 1) First Offense: Fifty percent (50%) of insurance deductible and any other applicable disciplinary action under the County Personnel Ordinance.
 - 2) Second Offense: One hundred percent (100%) of insurance deductible and any other applicable disciplinary action under the County Personnel Ordinance, including the loss of driving privileges.
- F) Disciplinary actions taken for violations of this policy are grievable in accordance with the County Personnel Ordinance. Penalties for preventable accidents pursuant to this policy of 50% or 100% of the insurance deductible or the loss of driving privileges are not grievable.

9.06 Drivers Safety Training and Education

- A) Annual Safe Driving Course
 - 1) It is mandatory that employees whose job description requires the operation of County vehicles complete the Defensive Driving Course within one (1) year after beginning employment with the Calvert County Government
 - 2) Employees will be required to attend a Defensive Driving Course at the employee's expense should that employee accumulate two (2) violations. The only recognized Defensive Driving Course will

be the National Safety Council's eight-hour driving course, or its equivalent. Attendance will be verified.

- 3) Employees whose job description requires the operation of County vehicles will attend a Recertification Defensive Driving Course every (2) years
- 4) It is the responsibility of the Department Head to document and schedule employees training in accordance with this policy through the Safety Officer.

9.07 Motor Vehicle and Safety Work Practices

A) General Safety Rules

- 1) Employees driving County vehicles are responsible for the safe use of the vehicle. Employees must operate vehicles in a safe, courteous manner to prevent property damage and injury to themselves and others. Department Heads are responsible for enforcing the general safety rules.

B) Seat Belt Rules

- 1) All occupants of County-owned vehicles, or any vehicle used on County business, must wear seat belts, when provided. "County business" means any job related duty while being paid or reimbursed by Calvert County. This includes business travel during non-work hours.
- 2) Wearing seat belts means properly using the complete safety belt system available in the vehicle.
- 3) County vehicles with defective safety belt systems may not be used until repaired. Employees must report defective vehicles to supervisors.

C) General Rules And Principles Applying To All Vehicle Operators

- 1) Concentrate while driving. Stay alert.
- 2) Keep informed of current State motor vehicle laws and be personally responsible for complying with the laws.
- 3) Drive defensively.

- 4) When involved in an accident, notify the police, insist that a police accident report be filed and immediately notify your supervisor of the accident, no matter how minor. Operator must submit to a drug and alcohol test as required in the County Personnel Ordinance.
- 5) Any operator charged with a traffic law violation while driving any County vehicle shall notify his supervisor immediately.
- 6) NO HITCHHIKERS!
- 7) Ensure the safety of passengers. This includes boarding and leaving the vehicles.
- 8) If an employee feels fatigued or incapable of safely operating a motor vehicle, he/she must request relief from a supervisor.
- 9) Never press for the right-of-way.
- 10) OPERATING COUNTY VEHICLES UNDER THE INFLUENCE OF ALCOHOL, ILLEGAL DRUGS, OR MISUSED PRESCRIPTION DRUGS IS STRICTLY FORBIDDEN AND MAY RESULT IN TERMINATION.
- 11) Employees shall ride only on the vehicle seats provided and not ride on loose materials or equipment carried on trucks.
- 12) Employees shall not ride on trailers except when performing a job function.
- 13) Transmitters in trucks and cars shall not be used while the gasoline tank of the vehicle is being filled.
- 14) All ignition systems shall be turned off and no smoking is permitted while refueling.
- 15) Follow the County's preventive maintenance schedule.
- 16) Avoid conditions or practices that interfere with your normal skill and judgment as a driver.
- 17) Observe traffic conditions before opening vehicle doors.

- 18) Do not carry loose tools and equipment or allow debris to accumulate on the floor of any vehicle. Under no circumstances shall loose tools or equipment be carried on the seat or window ledge of any vehicle.
 - 19) Truck drivers shall see that all required flags and lights are properly placed on loads.
 - 20) No mobile equipment shall be towed by County vehicles without the use of an approved tow bar and safety chains. This will not apply to the towing of a disabled power driven vehicle to clear a street or highway. The tow bar on rear of trucks shall not be used as a step.
 - 21) Smoking in County vehicles is prohibited if there are non-smokers present.
 - 22) Vehicles shall be operated with headlights on during periods of poor visibility and when windshield wipers are in operation.
 - 23) Employees who drive a County vehicle must report any on or off the job driving under the influence (DUI) or driving while intoxicated (DWI) convictions or any probation before judgment (PBJ) for any substance impairment charges related to motor vehicle operation to their supervisors, Department Heads, and the Director of Personnel no later than five working days after such conviction or PBJ or may be subject to disciplinary action for failure to report the conviction or PBJ or inability to fulfill job requirements.
- D) Car and Truck Operation
- 1) When leaving a vehicle, the operator shall follow these procedures:
 - a) Stop the engine and remove the ignition keys.
 - b) Turn off the lights.
 - c) Lock doors when leaving vehicle unattended.
 - 2) The driver of a vehicle shall be courteous towards other operators and pedestrians. He/She shall operate his/her vehicle in a safe manner and shall yield the right-of-way to pedestrians and other vehicles when failure to do so might endanger any person or another vehicle.

- 3) The driver shall stay a sufficient distance behind when following another vehicle utilizing the "second rule" as dictated by the National Safety Council's eight-hour defensive driving course, so he/she can safely stop the vehicle in the clear distance ahead. He/She shall reduce speed on corners and curves so that the vehicle can be brought to a safe stop within the range of vision.

E) **Stopping On Highway**

- 1) Stopping on the highway shall be avoided. When it is absolutely necessary to stop on the highway, extreme caution shall be used. Warning lights and signals shall be used.
 - a) Rotating beacon shall be used, if vehicle is so equipped.
 - b) Tail lights and emergency flashers shall be used.

9.08 Safety Equipment

A) **Safety Equipment To Be Maintained In Each County Vehicle:**

- 1) One (1) fire extinguisher
One (1) first aid kit (minimum 24 unit)
One (1) reflector kit consisting of three (3) triangles
One (1) Accident Reporting Kit
Photocopy of vehicle registration

B) **Responsibility For Purchasing Required Equipment**

It shall be the responsibility of the department to which the vehicle is assigned to purchase required equipment.

C) **Responsibility For Checking Equipment And Notifying Departments Of Shortages**

It shall be the responsibility of the County Vehicle Maintenance Division inspection team to check and replace equipment, charging respective departments for replacements.

9.09 Post Vehicle Accident Procedures

- A) **Drug and Alcohol Testing for Employees Involved in an Accident While Driving a County Vehicle or Operating Heavy Equipment**

- 1) Employees who are involved in an accident while driving a County vehicle or operating heavy equipment shall inform their supervisor immediately or as soon as practicable and submit to drug and alcohol testing as required. If the supervisor believes the accident falls under the County guidelines for substance abuse testing, the supervisor will inform the employee of the appropriate steps to follow. Refer also to the County Personnel Ordinance for screening and testing procedures.

- 2) For purposes of this policy, an accident that requires drug and alcohol testing is defined as:

An occurrence associated with the operation of a motor vehicle or heavy equipment if, as a result:

- a) An individual dies; or
- b) An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or
- c) One or more vehicles incurs disabling damage as a result of the occurrence and is transported away from the scene by a tow truck or other vehicle; or
- d) The driver receives a citation under state or local law for a moving traffic violation arising from the accident; or
- e) At the discretion of the supervisor to protect the best interests of the employee, County and public health and safety; or
- f) At the employee's request.
- g) In the case of heavy equipment, in addition to any of the above, if property damage occurs.

- B) The Steps to Follow in a Post-Accident Situation are as Follows:

- 1) Employee
 - a) Receive necessary medical attention.

- b) Contact the local law enforcement agency and request that they respond to the scene of the accident.
 - c) Contact your supervisor as soon as possible after the accident occurs.
 - d) Cooperate with any investigation of the accident.
- 2) Supervisor
- a) Assess the situation. Explain the need for testing (if appropriate) to the employee.
 - b) The Supervisor or their Designee will accompany the employee to the designated collection site. In the absence of the employee's supervisor or the supervisor is not immediately available, the Sheriff's Office Duty Supervisor or Duty Officer may act as the Designee.
- 1) If the accident occurred in Calvert County, ensure that the employee is transported to the designated collection site.
 - 2) If the accident occurred outside of Calvert County, the supervisor will determine whether the employee can be transported back to Calvert County within the required time frames as described. If this is not possible, the supervisor should ascertain whether there is a location near the accident scene where the employee can be transported for testing.
 - 3) Every attempt will be made to conduct drug and alcohol tests after an accident. If this is not possible, the supervisor will document the circumstances surrounding the accident and why testing did not occur.
 - 4) If a driver alleges an injury, his/her immediate supervisor will be responsible for completing all accident reports, including a Vehicle Accident Report Form.
 - 5) The Safety Officer shall be informed of **serious** personal injury accidents **immediately** and all other personal injury accidents within 24 hours.

- 6) Submit a Vehicle Accident Report Form to the Risk Management Office within 24 hours.
 - 7) In cases involving property damage, the applicable General Liability form should be completed and submitted to the Risk Management Office.
 - c) Collect accident documentation promptly and complete necessary County paperwork.
- 3) In cases involving property damage, the applicable General Liability form should be completed.
- C) Vehicle Accident Reporting Kit

A Vehicle Accident Reporting Kit will be in all County vehicles and will consist of the following:

 - 1) Two (2) Vehicle Accident Report forms
 - 2) LGIT Self-Insurance Certificate

9.10 Commercial Drivers License (CDL) Policy

- A) Employees who operate the following vehicle types will be required to possess a valid Commercial Drivers License (CDL):
 - 1) Persons operating a vehicle which has a Gross Combination Weight Rating (GCWR) of 26,001 or more pounds inclusive of a towed unit with a Gross Vehicle Weight Rating (GVWR) of more than 10,000 pounds;
 - 2) Persons operating a vehicle which has a GVWR of 26,001 or more pounds;
 - 3) Persons operating a vehicle which is designed to transport 16 or more passengers, including the driver;
 - 4) Persons operating a vehicle that is of any size and is used in the transportation of hazardous materials requiring placards.
- B) Employees requiring a CDL are subject to substance abuse screening and testing in accordance with the County Personnel Ordinance and D.O.T. regulations.

- C) Department Heads are responsible for employees complying with all CDL regulations.
- D) Department Heads are responsible for maintaining records and documentation and scheduling training and physical examinations.
- E) Respective departments are responsible for all costs pertaining to training and physicals through the budgetary process.
- F) All CDL drivers must familiarize and comply with the Federal Motor Carrier Safety Regulations of the U.S. Department of Transportation (Parts 382, 383, 390-397).
- G) Random drug testing will be performed in accordance with procedures established in 46 CFR Part 16, Sub-Section 16.230 and the County Personnel Ordinance, Title 6, Sub-Title 2, Section 6-206.